In Canvas, the term **QUIZZES** is a catch-all phrase to include exams, tests, and surveys. Canvas' Quiz tool allow you to create standard assessments that use a wide variety of simple and more advanced quiz and survey question types. When working with the Quiz tool, you can generate graded quizzes and surveys, ungraded surveys, and practice (e.g.ungraded) quizzes.
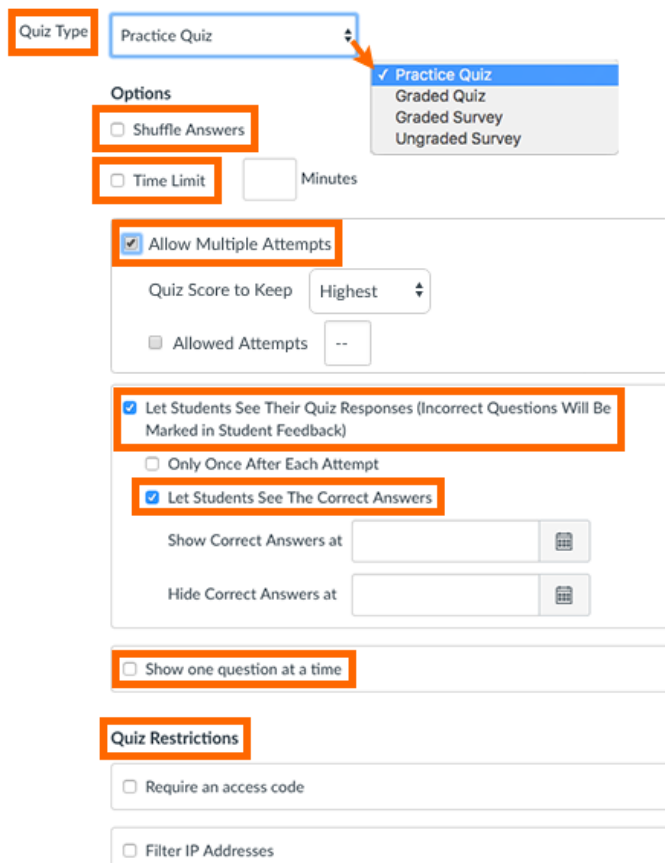
When building a quiz, you can add questions from scratch by going to the Questions tab, by copying a question from an existing quiz question bank, or by having Canvas randomly pull questions from a quiz question bank each time a student opens a quiz. If you add all of your questions to a question bank before creating a quiz, then you will be able to have Canvas auto-generate quizzes from those banks.

Setting Quiz Options

Points 0   ⊘ Not Published   ⋮

| Details | Questions |

When you select "+ Quiz," you will arrive at a page with two tabs: Details and Questions. The Details tab allows you to enter student instructions and settings that determine how the quiz functions and how the quiz will be graded. See the image below for most of the specific settings you will find on the Details tab:

- **Quiz Type** – *Select practice quiz, ungraded survey, graded quiz, or graded survey.*
- **Shuffle Answers** – *Randomize answers so the order of answers is always different.*
- **Time Limit** – *A clock counts down the time allowed, and then auto saves and closes the quiz when the clock reaches 0.*
- **Allow Multiple Attempts** – S*et # of attempts and which score to record if quiz is graded.*
- **Let Students See Their Quiz Responses** – *Set when students see their correct answers; whether students see all correct answers; and both when and how long students will have access to answers.*
- **Show one question at a time** – *When taking the quiz, show students one question at a time or all questions at once.*
- **Quiz Restrictions** – *Set an access code, like a password, that grants student access. You can specify where the quiz is taken if you identify a location by IP Address (e.g. a computer lab).*
- *The remaining settings include to whom you assign the quiz (individuals and groups), the quiz due date, and quiz availability dates – both opening and closing dates.*

Now you can begin building each question by going to the Questions tab.

Quiz and Survey Question Types

Quiz question types provide you with a tool for creating each question by type. You can choose from all of the question types listed below for surveys as well (see image on the left). You can also use a combination of a table with the Multiple Dropdowns question type to create a Likert Scale question (see image on the right).
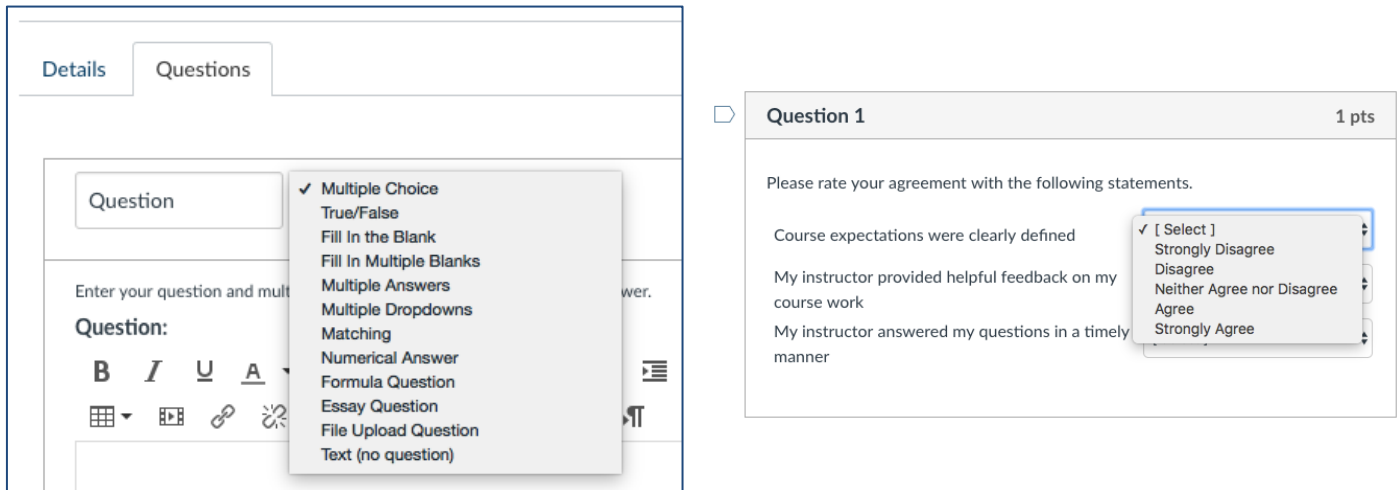

Randomize Quiz Questions

To randomize quiz questions so that they appear in a different order for each student, you must put questions into groups. On the Questions tab, select "+ New Question Group." Groups require you to organize your questions by point value. If you have a simple quiz of 10 questions, each with the same point value, and you want to randomize the questions, put all 10 questions into a group, and they will appear in a different order every time Canvas generates the quiz. If your quiz is more complex, then you group all questions together by point value, and then Canvas will randomize by group, with each group ordered from lowest to highest value.
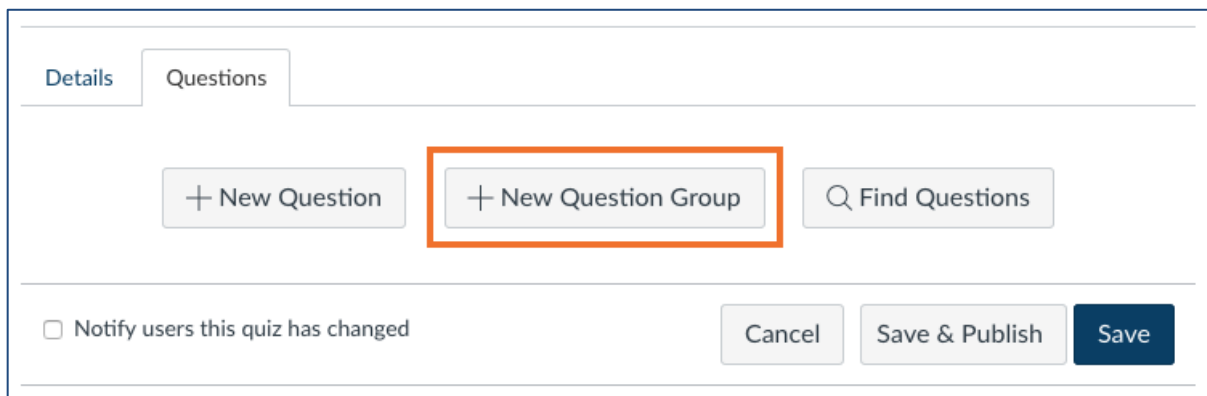
Publish and Moderate Quizzes
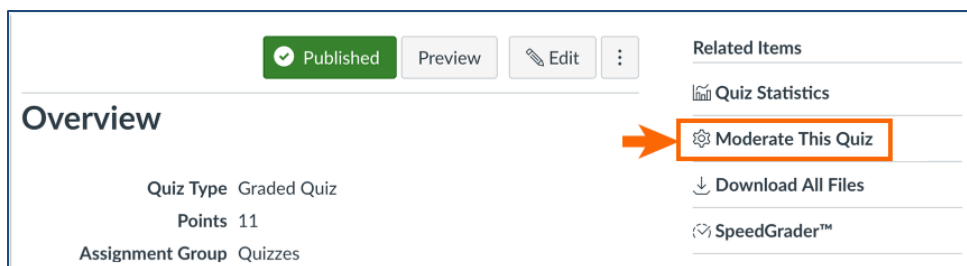
Be sure to publish your quiz to make it visible to students. You can also control the release of your quiz using the availability dates setting in Quiz Details, but always publish the quiz so students will see it. While your quiz is unpublished, the best drafting practice is to take the quiz yourself, using quiz preview, so that you catch mistakes before publishing the quiz. Once you publish the quiz and a student takes the quiz, it is very difficult to make changes.
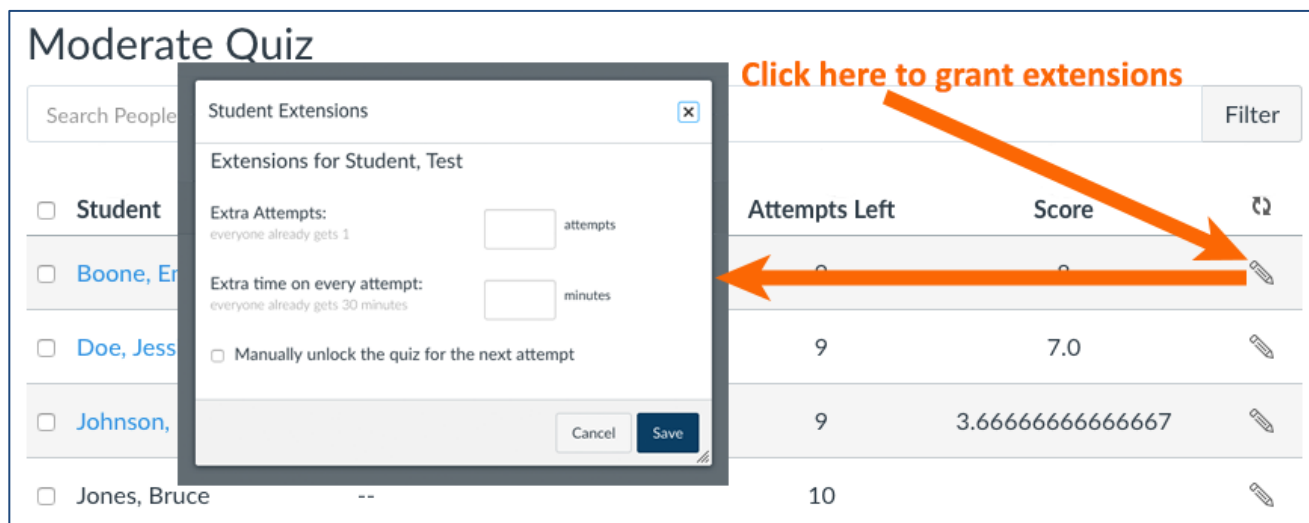
After you publish, you can moderate your quiz, which is to say, you can make some adjustments for students who are taking the quiz through a moderation portal. Those adjustments include the ability to 1) Grant extra attempts for individual students; 2) Grant extra time for individual students; and 3) Unlock a quiz so that a student can re-take it. You can also monitor student data related to their interactions with the quiz.

Grading Quizzes

The quiz tool automatically grades any question that has a right or wrong answer. Students' grades are pending until you grade ungraded questions, usually short answer and essay questions. Use SpeedGrader to grade ungraded questions, review auto-grading, and then post the final grade. Note that an additional link to any graded quiz or survey appears on the Assignments index page. Canvas does this so that if you weight your grades, you can put your quizzes and exams into weighted groups. Remember that the way you set up your Assignments page affects many functions in the grade book. Practice quizzes and ungraded surveys do not appear on the Assignments index page.

Next Steps – Explore: Quiz Banks, Quiz Statistics, Importing QTI Quiz Packages, Moderate Live Quizzes